

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 200 GENERAL ADMINISTRATION	SUPERSEDES: IB 94-32 (12/05/94)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 223 FUNDRAISERS TEMP	EFFECTIVE DATE: 01/20/03

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PURPOSE

To set forth guidelines for the application and conducting all fundraisers within the Department.

AUTHORITY

NRS 209.131
NRS 353.255
NRS 353.260

RESPONSIBILITY

It is the responsibility of the appointing authorities to ensure that their employees and inmates comply with this administrative regulation.

It is the responsibility of the Department's employees and inmates to comply with this administrative regulation.

DEFINITIONS

APPOINTING AUTHORITIES – Individuals to whom the Director has delegated authority to recommend and implement personnel actions. Appointing authorities may include: Assistant Directors, Medical Director, Wardens, Administrator Mental Health and Program Services and Division Heads.

DEPARTMENT – The Nevada Department of Corrections.

DIRECTOR – The Director of the Nevada Department of Corrections.

FUNDRAISER – Any function designed for raising money for an individual, organization or specific group project.

APPLICABILITY

This administrative regulation applies to all Department employees and inmates.

PROCEDURES

223.01 FUNDRAISER APPLICATION AND OPERATIONS

1.1 There are times that Department employees or inmates desire to conduct a fundraiser to support a legitimate cause or charity within their institutions/facilities.

1.1.1 All employees and/or inmates or employees/inmates organizations or any other group desiring to conduct any form of fundraiser within any institution/facility of the Department must submit a written plan to their appointing authorities.

- If the appointing authorities approve the written plan, the plan must be forwarded to the Director for approval.
- If the Director approves of the written plan, it will be forwarded to the Assistant Director of Support Services.

1.1.2 The Assistant Director Support Services or the Chief of Fiscal Services will monitor:

- Compliance with the specifics of the approved plan; obtaining any supplementary consents/waivers such as from the Attorney General's Office, Department of Taxation, regulations according to NRS 353.255 and 353.260 as well as to the Department's administrative regulations.

1.1.2.1 Upon the completion of the fundraiser, the Director of Support Services or Chief of Fiscal Services will prepare a report regarding the event/activity and forward to the Director.

1.1.3 No fundraisers will be operated or conducted through any of the State's funds or accounts.

1.1.4 Use of employee fund accounts, inmate trust funds, inmate welfare funds, etc., will be in accordance with all State and Department administrative regulations/directives and specifically approved by either the Assistant Director Support Services or the Chief of Fiscal Services.

REFERENCES

None

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

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No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.